

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 20, 2017**

The regular meeting of April 20, 2017, of the Northlake Public Library District Board of Trustees was called to order at 6:38 p.m. by President Wason. Present were Board members: Wason, Glowinski, Biddle, Gutierrez. Absent Board members: Herrera, Sampson. Also present were: Sharon L. Highler, Library Director; Christie Chaidez, Technical Services Clerk; and newly elected Trustee Diane Werta, who was there to observe the meeting.

The Board approved the agenda on a motion by Glowinski with a second by Biddle.

AYES: All.

Minutes of the Regular Board Meeting of March 16, 2017 were approved on a motion by Biddle with a second by Gutierrez.

AYES: All.

The Library Fund Profit and Loss Report of March 31, 2017, was accepted on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: Biddle, Glowinski, Gutierrez, Wason.

NAYS: None.

ABSENT: Herrera, Sampson.

The Bills Paid/Payable Reports for March - April, 2017, were accepted on a motion by Glowinski with a second by Biddle. Roll call vote:

AYES: Biddle, Glowinski, Gutierrez, Wason.

NAYS: None.

ABSENT: Herrera, Sampson.

Bills paid, March - April, 2017: \$23,794.05.

Bills payable, April 20, 2017: \$28,351.49.

Highler reported that Laura Bartnik and her husband welcomed their son to the world on March 25th, about a week earlier than expected.

All the HVAC units shut down early last week and a brownout was suspected as the cause. They were fixed that day and the newly installed software was able to point out what the problem was.

A lot of lights have been burning out, some due to bad ballasts, and are being replaced. The electrician has been called to do the annual parking lot light replacement. He will need to replace the ballasts. Higher also discussed the problem of disposing of all of the old bulbs. Biddle suggested that Home Depot may take them. Highler will look into this. The fraudulent credit card charges have been removed from our account, but we still have no idea who was responsible and most likely never will.

The Friends of the Library are doing another fundraiser for the library, this time at Portillos on May 11th.

During National Library Week, 30 patrons made use of our free library card replacement.

We are still waiting for final clearance for passport acceptance.

Our Per Capita Grant is about \$7,000.00 less this year than it was last year.

We have hired our last page. The person selected has been a much valued volunteer and knows much about the library already. Her name is Valeria Rodriguez.

We have a patron who says he keeps forgetting to return one of our iPads. We are at the point where we will need to get the police involved.

This year the local schools will not be offering summer reading, so the library will be filling in for the normal programs offered there as well. This is a potential 1000% increase in the number of students we normally see. That is potentially 5,000 kids. To off-set costs, the Youth Department is soliciting donations from within the community. Our first check came from Leyden Credit Union. Following phone calls to insure letters were received, several more promises of funding were given. Highler asked if each Board member could make a donation as well. She will be making a matching donation.

We will again be doing our Summer Kid's Café Program. We feed lunch to any child that comes to the library during that set hour until we run out of lunches. Last year, we were short several times. It all depends on the supplier we get.

RAILS is offering free exhibitor passes to member libraries for the annual ALA conference. Highler is encouraging everyone to take advantage of the opportunity. ALA is in Chicago at McCormick place this year, June 22-27. Please see Highler if you would like to attend.

Work will continue on the spending for the FY2016/17 budget so that we can get a head-start on the next budget year.

The Board accepted the librarians' reports for March - April 2017, with their thanks.

For the President's report, Wason reported that she had booked a study room for the Boy Scouts and one of the men from the group came in early and didn't know where to go or what he was supposed to do. She said whoever was working as front desk staff that night was extremely helpful to him.

After review, the Board adopted the Personnel Policy Salary Schedule on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: Biddle, Glowinski, Gutierrez, Wason.
NAYS: None.
ABSENT: Herrera, Sampson.

Highler provided the Board with copies of the 2017 Board Election Results.

After consideration, the Board approved going forward with the Flex Spending Dependent Care on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Biddle, Glowinski, Gutierrez, Wason.
NAYS: None.
ABSENT: Herrera, Sampson.

Highler let the Board know that SEI Submissions must be turned in ASAP. April 30, 2017 is the deadline.

FY2017-18 Budget Items: Salaries. Highler presented a proposal of a 5% increase for employees' salaries to compensate for the raise to the Cook County minimum wage rate. Little or no increase will be needed over the present budgeted amount. After consideration, the Board accepted the 5% increase on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Biddle, Glowinski, Gutierrez, Wason.
NAYS: None.
ABSENT: Herrera, Sampson.

Executive Session was not needed.

The next regular Board meeting is scheduled for May 18, 2017.

Having moved through the agenda, the meeting was adjourned at 7:39 p.m., by President Wason.

Elizabeth Biddle, Secretary
